

DEPARTMENT OF THE ARMY
Headquarters, United States Army Criminal Investigation Command
6010 6th Street, Fort Belvoir, VA 22060-5506

CID Regulation 385-1

1 July 2002

Command Safety Office

USACIDC SAFETY PROGRAM

FOR THE COMMANDER:

DISTRIBUTION:

A

DANIEL M. QUINN
Colonel, GS
Chief of Staff

OFFICIAL:

MARVIN BELL
Acting Deputy Chief of Staff
for Information Management

History. This publication is being revised after initial development in 1996.

Summary. This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of USACIDC safety programs.

Applicability. This regulation applies to USACIDC Headquarters, Groups, Battalions, Districts, and all subordinate organizations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, USACIDC, 6010 6th Street, ATTN: CISP-SA, Fort Belvoir, VA 22060-5506.

CID Reg 385-1(1 Jul 02)

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Support, HQUSACIDC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Forms) directly to Commander, USACIDC, ATTN: CISP-SA, 6010 6th Street, Fort Belvoir, VA 22060-5506.

*This regulation supersedes previous regulation dated March 1996.

Contents

	Paragraph	Page
Chapter 1		
GENERAL		
Purpose.....	1.1	1-1
References.....	1.2	1-1
Explanation of abbreviations and terms.....	1.3	1-1
Scope.....	1.4	1-1
Responsibilities.....	1.5	1-1
Chapter 2		
Accident Reporting and Records.....	2.1	2-1
Chapter 3		
Motor Vehicle Accident Prevention Program.....	3.1	3-1
Chapter 4		
Motor Pool Operations.....	4.1	4-1
Chapter 5		
Motorcycle Training.....	5.1	5-1
Chapter 6		
Range and Weapon Safety.....	6.1	6-1
Chapter 7		
Hazard Communication (HAZCOM).....	7.1	7-1
Chapter 8		
USACIDC Safety and Occupational Health Advisory Council.....	8.1	8-1
Chapter 9		
Radiation Protection Program.....	9.1	9-1
Chapter 10		
Awards Program.....	10.1	10-1
Chapter 11		
Risk Management.....	11.1	11-1

Contents

	Paragraph	Page
Chapter 12		
Water Safety.....	12.1	12-1
Chapter 13		
Safety Briefings.....	13.1	13-1
Chapter 14		
Bloodborne Pathogens.....	14.1	14-1
Appendixes		
A. References		A-1
B. Referenced Forms		B-1
C. Glossary/Abbreviations		C-1
D. USACIDC Safety Checklist		D-1
E. Risk Management Process, Matrix, and Worksheet		E-1
F. Sample Unit Safety Program SOP		F-1
G. Telephonic/Electronic Accident Reporting Format		G-1
H. Not an Army Accident		H-1
I. Safety Awards Summary		I-1

Chapter 1

GENERAL

1.1 Purpose

To establish policies, procedures, and responsibilities for implementation and sustainment of the USACIDC Safety Program.

1.2 References

Required and related publications and referenced forms are listed in appendix A.

1.3 Explanation of abbreviations and terms

The glossary contains abbreviations and special terms used in this regulation.

1.4 Scope

This regulation covers responsibilities for conduct and management of the USACIDC Safety Program for Headquarters, United States Army Criminal Investigation Command and its subordinate elements.

1.5 Responsibilities

a. Commanders, supervisors, and special agents-in-charge at all levels will:

(1) Ensure compliance with all Army safety, occupational health, and CID regulations. If a commander, supervisor, or special agent-in-charge determines these requirements are incompatible with achieving the mission, a waiver of specific requirements may be requested from the Commander, USACIDC, ATTN: CISP-SA, 6010 6th Street, Fort Belvoir, Virginia 22060-5506.

(2) Establish and operate an effective safety/accident prevention program. Maintain a safe workplace and ensure that employees under their supervision observe all applicable safety rules and regulations, including the use of protective clothing and equipment provided for their protection. Promptly evaluate and take actions as required to correct hazards reported by

employees or identified through accident investigation. Ensure risk assessment as a part of a comprehensive risk management program is incorporated in all operations.

(3) As required by AR 385-10, Army Safety Program, performance standards for military and civilian managers and supervisors will include accident prevention.

b. The Command Safety Director will:

(1) Report to Commander, USACIDC, through the Deputy Chief of Staff for Support.

(2) Serve as the principal advisor to the CG, USACIDC, and command staff on all safety and occupational health issues.

(3) Coordinate directly with higher headquarters, other MACOMS, other services, state/federal agencies, and other institutions and associations. Coordinate as appropriate with the Director of Army Safety.

(4) Develop command safety and occupational health policy. Serve as the principal advisor to the USACIDC Safety and Occupational Health Advisory Council.

(5) Direct accident investigations as deemed appropriate.

(6) Review and evaluate USACIDC safety programs annually.

(7) Maintain staff oversight for all safety issues.

(8) Maintain a USACIDC safety awards program to recognize USACIDC personnel for safe performance of duty.

(9) Represent USACIDC on all safety issues (even if not listed above) affecting or involving the command.

c. Collateral Duty Safety Officers.

(1) Collateral Duty Safety Officers will be appointed, in writing on orders by the commander, civilian supervisor, or special agent-in-charge.

(2) Appointed Collateral Duty Safety Officers will:

(a) Be a commissioned officer at battalion and higher unit levels.

(b) Be in the rank of staff sergeant or higher at Resident Agency level.

(c) Have completed, or will complete, a local unit safety officer course. Civilian collateral safety personnel will be given similar training.

(d) Have 1 year or more of retainability in the unit upon duty assignment.

(e) Perform safety duties for the commander, civilian supervisor, or special agent-in-charge according to AR 385-10, Army Safety Program, DA PAM 385-1, Small Unit Safety Officer/NCO Guide, and this regulation.

(f) Serve as safety advisor to the commander.

(g) Ensure risk management is incorporated into all command operations from the inception, according to FM 100-14, Risk Management and this regulation.

(h) Conduct safety inspections to identify hazards, at least annually. Copies of the inspections will be kept on file at each respective level of command.

(i) Ensure that risk management is incorporated in unit training plans, to include risk analyses, and recommend actions IAW FM 100-14, Risk Management, to identify hazards and supervisory controls.

(j) Ensure that accidents, injuries, and occupational illnesses are investigated and reported according to AR 385-40, and this regulation.

(k) Ensure that the USACIDC Safety Checklist at appendix D-1 is used to measure compliance with safety program element requirements.

d. Personnel Compliance:

(1) All military, civilian, and contractor personnel working within USACIDC organizations will comply with safety and occupational health regulations and standards.

(2) All military personnel, DOD employees, contractors, and other outside personnel who are employed by USACIDC will comply with all established safety rules and regulations, make use of protective clothing and equipment provided for their protection, and report any unsafe and unhealthy working conditions to their immediate supervisor. Immediate supervisors may consult applicable facility management, safety, or public works to ensure identified unsafe and unhealthy working conditions are abated.

Chapter 2

Accident Reporting, Investigation, and Records

2.1 General

All USACIDC agencies will comply with the requirements of AR 385-40 (Accident Reporting and Records) and this regulation.

2.2 Responsibilities

All accidents, injuries, and occupational illnesses involving USACIDC personnel will be reported, with the exception of those incidents, which do not constitute an Army accident as listed in appendix H.

Commanders, civilian supervisors, and special agents-in-charge at all levels will:

a. Publish a written safety program at: major subordinate commands, U.S. Army Criminal Investigation Laboratory, U.S. Army Crime Records Center, Tenant Support Unit (TSU), and at CID battalion/district level. Programs should address, as a minimum, the issues listed in the USACIDC Safety Checklist at appendix D.

b. Telephonically or electronically report all accidents/injuries that cause lost workdays, property damage in excess of \$2,000, and all Army motor vehicle accidents within 24 hours of occurrence to the command safety director. Information reported will be detailed and in accordance with the format at appendix G.

c. Submit a DA Form 285-A-B (US Army Abbreviated Ground Accident Report) by the unit experiencing the accident to the local installation safety office within 20 days from the date of occurrence. This will enable the report to reach the Army Safety Center within 30 days after the date of the accident (with a copy furnished to the USACIDC safety director) on the following:

(1) All military injuries, which result in one or more lost workdays, regardless of whether the injury occurred on or off duty.

(2) Accidents that involve property damage of \$2,000.00 or more but less than \$200,000.00.

d. Accidents that involve property damage of less than \$2,000.00 will be reported to the USACIDC Safety Director within 30 days via electronic mail or facsimile using the information in accordance with the format at appendix G.

e. Submit a DA Form 285, U.S. Army Accident Report, to the host installation safety office within 20 days from the date of occurrence (with a copy furnished to the USACIDC safety director) on the following:

(1) Accidents that result in a fatality, or if a service member or civilian employee is totally or partially disabled, or if five or more personnel are hospitalized.

(2) Accidents that involve property damage of \$200,000.00 or more.

(3) All accidents of high interest, i.e., those which affect the commander or command and those which might attract the news media.

f. Submit applicable civilian Department of Labor, Federal Employee Compensation Act (FECA) claim forms, i.e., CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or CA-2, Notice of Occupational Disease and Claim for Compensation on: all civilian employee injuries or illnesses occurring on duty resulting in one or more lost duty days or resulting in any medical costs. These FECA forms are reported and submitted to the host installation Civilian Personnel Office via the local workman's compensation servicing office, which may be at the unit civilian personnel office or safety office. A courtesy copy should be provided to the USACIDC Civilian Personnel Office and USACIDC Safety Director within 30 days of the occurrence.

g. Reporting of AMV and POV accidents is required for all accidents involving on-duty or off-duty military personnel. Reporting of off-duty POV accidents is only required if the accident causes soldiers to lose time away from normal duty station. Civilians must report all AMV accidents and any POV accidents, which occur while they are on official business.

(h) The unit or organization which experiences an accident, injury, or occupational illness is responsible for reporting the incident. The unit or organization is not responsible for reporting an accident, injury, or occupational illness unless the individual, vehicle, and or equipment are under its control. The following are situations when a unit or organization would not be responsible for reporting an accident, injury, or occupational illness:

(1) Personnel assigned to a temporary duty station.

(2) Military or civilian personnel attending training at U.S. Army Service Schools, U.S. Army area schools, Office of Personnel Management courses, or schools conducted by other services or agencies; the soldier or civilian must be under the operational control of the school, which means a local training class does not apply.

(3) Vehicles and or equipment on hand receipt (loan) to other units or organizations.

2.3 Content of Reports

a. Telephonic or electronic emailed reports will contain detailed information in the format prescribed at appendix G.

b. The narrative description on the DA Form 285-AB-R US Army Abbreviated Ground Accident Report, and DA Form 285, U.S. Army Accident Report will include detailed and specific information regarding the circumstances of the accident. Where the USACIDC person is at fault, the narrative will include information regarding report of survey, statement of charges, cost data, and disciplinary, remedial, or administrative actions taken by the commander.

2.4 Authentication

c. All DA Forms 285-AB-R, US Army Abbreviated Ground Accident Report, or DA Forms 285, U.S. Army Accident Report must be signed by the unit commander, supervisor, or special agent-in-charge. High visibility cases may require forwarding through all command channels.

2.5 Investigation

a. An accident may illustrate a weakness in unit, command, or organization accident prevention efforts. Only through thorough investigation of accidents may these weaknesses be identified and measures taken to prevent recurrence.

b. Commanders, civilian supervisors, and special agents-in charge will:

(1) Initiate an accident investigation as soon as practical after notification.

(2) Ensure that the causes of the accident are determined and that effective countermeasures are implemented or recommended.

(3) Ensure accident investigations and procedures are conducted according to AR 385-40, DA Pam 385-40, and this regulation.

Chapter 3

Motor Vehicle Accident Prevention Program

3.1 General

All USACIDC agencies will comply with the requirements of AR 385-55, CID Regulation 56-2, this regulation, and host installation guidelines.

3.2 Responsibilities

Commanders, supervisors, and special agents-in-charge at all levels will ensure that:

a. All military and civilian personnel required to drive Army Motor Vehicles (AMV) or General Services Administration (GSA) vehicles in the course of duty will complete at a minimum a 4 hour accident avoidance training course as soon as possible after entering the government and every four years thereafter as part of the license renewal process. Training may be obtained through host installations.

b. All Army motor vehicle operators who are the subject of an at-fault AMV or GSA vehicle traffic accident, based on a military/civilian police investigation, will be rescheduled at the discretion of the commander/supervisor for the Army Driver Improvement Course.

c. Documentation of required and remedial training will be kept on file at unit level until the person departs the unit, then transferred to the gaining command.

Chapter 4

Motor Pool Operations

4.1 General

All USACIDC agencies will comply with the requirements of AR 385-10, AR 385-55, U.S. Army Safety Center Safety Checklist (available through the local installation safety office), this regulation, and host installation guidelines.

4.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will ensure that:

a. USACIDC motor pools will ensure host installations conduct a motor pool facility inspection that addresses all operations to include: hazardous materials handling, and environmental compliance. A copy of the inspection will be kept on file for two years at the unit. If the host installation cannot support the unit, written documentation from the host installation stating inability to support request must be kept on file.

b. Each motor pool has a written standard operating procedure (SOP), which will be kept at the unit level, addressing the following:

- (1) Electrical/tool safety.
- (2) Carbon monoxide cautions.
- (3) Fire prevention.
- (4) Brake repair (asbestos removal).
- (5) Tire changing.
- (6) Equipment operations.
- (7) Battery charging operations.
- (8) Hazardous materials handling and disposal.

c. Chemical inventories and material safety data sheets (MSDS) are present and available for review in one central location for all personnel. The requirement for MSDS on all hazardous chemicals likely encountered in the workplace, to include gasoline and automobile battery acid, is stated in Department of Defense Instruction (DODI) 6050.5. The DODI and common MSDS for most CID organizations can be obtained from the local installation safety office.

d. The battery charging area is equipped with personal protective equipment, such as protective goggles, chemical resistant gloves, and aprons. Soldiers are required to wear this protective equipment while performing battery-charging operations.

e. Waste disposal procedures follow the guidelines directed by the host installation.

f. All entrances and exits are kept clear and comply with installation fire department policies.

g. All fire extinguishers are properly charged and personnel are trained in the operating procedures.

h. Emergency telephone numbers are posted on all telephones.

i. All vehicle tires are chocked while vehicles are being repaired.

Chapter 5

Motorcycle Training

5.1 General

All USACIDC agencies will comply with the requirements of AR 385-55, this regulation, and host installation guidelines.

5.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will ensure that:

a. All military personnel who operate a motorcycle or motorbike and civilians who operate a motorcycle or motorbike during the course of government business are identified and required to successfully complete the mandatory Army motorcycle safety course. Training may be obtained by contacting the host installation safety office. The Army motorcycle safety course will consist of classroom instruction, hands-on training, and the successful completion of hands-on and written evaluations.

b. Military personnel wear proper eye protection, full-fingered gloves, long trousers, long-sleeved shirt or jacket, high visibility garments (bright color for day and retro-reflective for night), and leather boots or over-the-ankle shoes whenever and wherever they operate or ride a motorcycle or motorbike. Civilian personnel must wear the same protective clothing specified for military personnel when operating a motorcycle or motorbike on an Army installation or on government business. Proper eye protection includes goggles or a face shield (not sunglasses). A motorcycle or motorbike windshield or fairing is not sufficient eye protection. The use of headphones or earphones while riding a motorcycle or motorbike is prohibited.

c. Documentation of the required training is kept on file at the unit level until the individual's departure, then transferred to the gaining command.

Chapter 6

Range and Weapon Safety

6-1. General

All USACIDC agencies will comply with AR 385-64, AR 190-5, CIDR 195-1, this regulation, and host installation guidelines.

6-2. Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will ensure that:

- a. All personnel using a host range comply fully with safety operating procedures utilized on the host installation range.
- b. Each individual utilizing the host range receives a safety brief prior to firing.
- c. The officer-in-charge is identified and designated to ensure the safe conduct of training for each unit using the firing range.
- d. All weapons are properly cleared at the conclusion of firing.
- e. All special agents, while off duty, secure their weapons in a manner, which will preclude accidental discharge and prevent children from gaining access to them by using command-wide distributed gunlocks.

CID Reg 385-1 (1 Jul 02)

Chapter 7

Hazard Communication (HAZCOM)

7.1 General

The Commander, USACIDC, requires the use of means, methods, procedures, and equipment, which will accomplish the mission in a safe manner and protect personnel, the general public, and the environment from the harmful effects of hazardous chemicals, and materials.

7.2 Responsibilities

a. All USACIDC agencies will comply with 29 Code of Federal Regulations (CFR) 1910.1200 (Hazard Communication); DODI 6050.5, DOD Hazard Communication Program; and this regulation.

b. Commanders, civilian supervisors, and special agents-in-charge at all levels will:

(1) Ensure that all units coordinate with local safety offices to assist in the implementation of 29 CFR 1910.1200, DODI 6050.5, Hazard Communication Program and local requirements.

(2) Provide adequate resources to implement the Hazard Communication Program.

(3) Provide documentation of HAZCOM training to the organizations responsible for maintaining the employee and soldier personnel files. All civilian and military training must be documented on a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, which may be obtained from the training agency or the local Civilian Personnel Office. This record is maintained in the civilian individual's personnel file for a period of 30 years.

(4) Review job hazard analyses, risk assessments, and SOPs for handling hazardous materials.

(5) Be advised by the unit safety officer of any occupational safety and health issues regarding hazardous material, hazardous waste management, and the notification plan.

(6) Coordinate with the local/host safety office on training, identification of chemicals, possible hazards, material safety data sheets (MSDS), and chemical inventories.

Chapter 8

HQUSACIDC Safety and Occupational Health Advisory Council

8.1 General

a. The HQUSACIDC Safety and Occupational Health Advisory Council advises the Command Staff of ways to continually improve command safety support and program implementation.

b. The council provides a forum for:

(1) Headquarters and command-wide issues.

(2) Encouraging and promoting command awareness.

(3) Participation in safety and occupational health programs.

(4) Causing advisors, consultants, adhoc committees, or other support staff to study specific issues and submit recommendations.

(5) Providing recommendations, continuity, direction, and revisions for the successful implementation of the USACIDC Safety Program.

(6) Serving as a proponent for raising safety and occupational issues that affect USACIDC, its resources, or its ability to support the field.

8.2 Responsibilities

The command safety director will ensure that:

a. The HQUSACIDC safety council reports to the Commanding General through the Chief of Staff who is the chairperson.

b. The council meets quarterly and publishes the minutes of the meetings.

c. The council will be organized as follows:

(1) Membership.

(a) Chief of Staff.

(b) Command Sergeant Major.

(c) Command Senior Warrant Officer.

(2) Advisors and Support Staff.

(a) Headquarters Detachment Commander.

(b) Command Safety Director.

(c) Director Representative, council members.

(d) Requested technical/functional experts or consultants required to support council efforts as required.

d. Groups, battalions, districts, subordinate and tenant activities shall designate an individual to attend Safety and Occupational Health Advisory Council meetings sponsored by applicable host installations.

e. The HQUSACIDC Safety Office will solicit safety issues from major subordinate commands that have command-wide applicability, require assistance from HQUSACIDC, or unresolved issues at the major subordinate command level.

CID Reg 385-1 (1 Jul 02)

Chapter 9

Radiation Protection Program

9.1 General

The Commander, USACIDC requires the use of means, methods, procedures, and equipment which will accomplish the mission in a safe manner and provide personnel, the general public, and the environment, protection from radiation hazards as low as reasonably achievable and at least equal to that required by the Code of Federal Regulations and DA radiation protection standards.

9.2 Responsibilities

a. The command safety director will be the approval authority for Department of the Army Radiation Authorizations (DARA) in accordance with AR 11-9, Army Radiation Safety Program.

b. Commanders, civilian supervisors, and special agents-in-charge at all levels, that have radiation equipment, such as, weapon sights and compasses, will:

(1) Establish an ionizing/non-ionizing Radiation Protection Program consistent with the requirements of this regulation, and AR 11-9, Army Radiation Safety Program, May 1999.

(2) Develop and publish a written ionizing/non-ionizing Radiation Protection Program directive to implement radiation protection standards and to identify responsibilities of subordinate organizations/activities that handle, transport, or dispose of radioactive material or items capable of producing radiation. In units with MTOE equipment, the unit written safety program (see paragraph 2.2a and appendix D) which addresses this as sufficient.

(3) Provide training, equipment, and resources for the radiation protection officer (RPO) in accordance with AR 11-9, Army Radiation Safety Program.

(4) Inform the command safety director of inspections from outside agencies, serious findings/problems and safety concerns.

(5) Appoint a radiation protection officer (RPO) on orders where radioactive sources in equipment must be maintained at the group, battalion, and district levels.

(6) Address radiation issues that may be associated with operational activities(e.g. chemical agent monitors, tritium weapons sights, compasses, and deployed Ion Scans).

c. The USACIL safety officer and radiation protection officer will:

(1) Provide staff oversight of the USACIL Radiation Protection Program, IAW AR 11-9, Army Radiation Safety Program.

(2) Review applications for NRC licenses, DARAs and DA radiation permits for accuracy and completeness. Forward applications to Commander, USACIDC, ATTN: CISP-SA, 6010 6th Street, Fort Belvoir, Virginia 22060-5506.

d. The USACIL RPO will:

(1) Perform the responsibilities specified in AR 11-9, Army Radiation Safety Program.

(2) Train and qualify workers to safely perform assigned duties in accordance with AR 11-9, Army Radiation Safety Program and applicable NRC licenses, DARAs, and technical manuals, including use of wipe test kits.

(3) License all radiation producing material and equipment at the location as specified in AR 11-9. Post documents IAW license requirements. Maintain forms, technical manuals, and technical bulletins as required by Army license requirements.

CID Reg 385-1 (1 Jul 02)

Chapter 10

Awards Program

10.1 General

Safety awards programs recognize organizations and individuals that significantly contribute to accident prevention, thereby improving USACIDC operations and mission. Safety awards are recognized as an essential part of an effective safety program.

10.2 Responsibilities

All USACIDC agencies will comply with AR 672-74, Army Accident Prevention Awards Program, criteria and procedures and this regulation, Appendix I, Safety Awards.

a. The command safety director will maintain a program to:

(1) Recognize groups and units for meeting goals, reducing accidents, and making significant contributions to the Army safety program.

(2) Recognize individuals for making significant contributions in accident identification, prevention, and special acts pertaining to safety.

(3) Recognize individuals for safe driving within the guidelines of AR 672-74, and this regulation.

(4) Establish accident performance goals for USACIDC prior to each fiscal year. Goals will be established in three areas: Army motor vehicle (AMV) accidents, military disabling injuries (MDI), and lost-time FECA claims.

(5) Establish funding requirements to support the safety awards program.

b. Commanders and special agents-in-charge will:

(1) Identify personnel who qualify for safety awards IAW AR 672-74. Names will be submitted to the command safety director during the first quarter of each fiscal year.

(2) Present on-the-spot safety awards/recognition as deemed appropriate.

10.3 Use of promotional items

The use of promotional items to recognize safe performance is encouraged. The use of incentive and promotional items can substantially contribute to the USACIDC accident prevention program. Army Regulation 385-10 authorizes use of promotional items and Army Regulations 672-74 and 672-20 authorize their purchase.

CID Reg 385-1 (1 Jul 02)

Chapter 11

Risk Management

11.1 General

The Army risk management process is to be used in the planning and execution of all operations within the USACIDC. Risk Management procedures will be followed as outlined in FM 100-14. Risk Management will be an integral part of training, operational, and maintenance plans.

11.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will:

- a. Conduct a risk assessment prior to and during all operations using the Risk Assessment Matrix System IAW FM 100-14 and indicated at appendix E, figure E-1. Risk management tools such as a risk assessment worksheet is indicated at appendix E, figure E-3.

- b. Ensure leadership at the appropriate level of authority is making informed decisions to control hazards or accept risks IAW CIDR 195-1, Chapter 5, Section VI.

- c. Ensure personnel are properly trained to perform work safely through on-the-job safety and risk management training. An Operational Risk Management training resource is available on the USACIDC INTRANET Safety Center to assist in conducting training.

- d. Authorize and encourage the use of official time for employees to attend safety-related training, workshops, and participate in local safety and health councils.

- e. Determine if hazards are at an acceptable level of risk.

- f. Determine if the levels of risk can be reduced to enhance the mission.

g. Ensure that no existing risk will unnecessarily jeopardize the mission.

h. Identify existing/potential hazards and bring them to the attention of the appropriate agency or commander.

i. DD Form 2272 (Department of Defense Occupational Safety and Health Protection Program) will be posted in all unit/organization workplaces.

j. A blank DA Form 4755 (Employee Report of Alleged Unsafe and Unhealthful Working Conditions) will be posted adjacent to the DD Form 2272 for use by personnel who have identified an unsafe or unhealthful condition.

11.3 Risk management process and matrix

a. The risk management process is described at appendix E.

b. The risk management matrix at appendix E, figure E-1, is designed to assist commanders and SACs with conceptually assessing the risk of any operation.

c. Risk Management Tools are available on the U.S. Army Safety Center web site (www.safety.army.mil). Tools include: Privately Owned Vehicle Accident Prevention toolbox, Accident Investigation Tool Kits, Risk Management packages, guides, and booklets.

CID Reg 385-1 (1 Jul 02)

Chapter 12

Water Safety

12.1 General

All USACIDC agencies will comply with AR 385-10 and this regulation.

12.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will:

- a. Implement policies and procedures contained in AR 385-10 and those of the host installation.
- b. Identify all military non-swimmers and provide swimming/water survival training through local installations prior to conducting water operations.
- c. Implement safety procedures for recreational water activities IAW AR 385-10 and local installation regulations.
- d. Provide a water/boating safety briefing as a part of routine general safety briefings before long weekends, the major holidays of the summer season (Memorial Day, 4th of July, and Labor Day), and discuss the risks of consuming alcohol while participating in water-related activities.

Chapter 13

Safety Briefings

13.1 General

All USACIDC agencies will comply with the following guidelines of this regulation.

13.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will ensure that:

a. Safety briefings are given to all military and civilian personnel prior to special military operations, major holidays, seasonal changes, predicted severe weather conditions, recreational activities, and as the commander/SAC determines necessary.

b. Examples of the above are:

- (1) Serving warrants/drug arrests,
- (2) Memorial Day, Thanksgiving, Christmas, etc.,
- (3) Winter driving, summer recreational activities,
- (4) Predicted snow, sleet, ice, or high wind conditions,
- (5) Recreational activities (football, basketball, boating, roller blading),
- (6) Drinking and driving
- (7) Wearing of safety belts while driving, and
- (8) Safety concerns within the work area.

CID Reg 385-1 (1 Jul 02)

Chapter 14

Bloodborne Pathogens

14.1 General

All USACIDC agencies will comply with the requirement of AR 385-10, AR 195-5, paragraph 2-13, Occupational Health and Safety Administration (OSHA) Occupational Exposure to Bloodborne Pathogens, 29 CFR 1910.1030, Bloodborne Pathogens Exposure Control Plan based upon the USACIDC model plan, and this regulation.

14.2 Responsibilities

Commanders, civilian supervisors, and special agents-in-charge at all levels will ensure that:

a. All personnel are briefed on the hazards of exposure to the hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

b. All personnel have access to a copy of the Model Bloodborne Pathogen Exposure Control Plan. This plan is a template to be used to establish written exposure control methods and provide local information.

c. Every group, battalion, and district assigns a safety and occupational health officer who will ensure that:

(1) The exposure plan meets the operational requirements and is implemented.

(2) All training conducted is recorded with the training subject, date of the training, individual's name, rank, social security number, and a copy kept on file in the unit.

d. Every unit will have written exposure control methods in place in the addressing the following:

- (1) Precautions.
- (2) Engineering controls.
- (3) Work practice controls.
- (4) Personal protective equipment.
- (5) Housekeeping.

CID Reg 385-1 (1 Jul 02)
App A

Appendix A

References

Public Law

29 Code of Federal Regulations (CFR) 1910, OSHA Standards for
General Industry

29 CFR 1910.1200, Hazard Communication

Department of Defense

DODI 6050.5, DOD Hazard Communication Program

U.S. Army

AR 11-9 Army Radiation Safety Program

AR 195-5 Evidence Procedures

AR 385-10 The Army Safety Program

AR 385-40 Accident Reporting and Records

AR 385-55 Prevention of Motor Vehicle Accidents

AR 672-74 Army Accident Prevention Awards Program

DA Form 285 U.S. Army Accident Report

FM 100-14 Risk Management

USACIDC Regulation

CIDR 195-1 Criminal Investigative Operational Procedures, Section
VI, Chapter 5, Risk Management

CIDR 385-1 USACIDC Safety Program

USACIDC Model Bloodborne Pathogens Exposure Control Plan

Appendix B

Referenced Forms

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) and the USAPA web site (<http://www.usapa.army.mil>); DD Forms are available from the OSD web site (<http://web1.whs.osd.mil/icdhome/forms/htm>). DOL Forms CA-1, CA-2, are available at (<http://www.public/regs/compliance/owcp/forms.htm>)

U.S. Army Accident Report

DA Form 285-AB-R (AGAR)

U.S. Army Abbreviated Ground Accident Report

DA Form 638

Recommendation for Award

DA Form 1118

Certificate of Merit for Safety

DA Form 1119

Certificate of Achievement in Safety

DA Form 1119-1

Certificate of Achievement in Safety

DA Form 4753

Notice of Unsafe and Unhealthful Condition

DA Form 4755

Employee report of Alleged Unsafe or Unhealthful Working

DA Form 5757

Director of Army Safety Award

B-1

CID Reg 385-1 (1 Jul02)
App B

DA Form 5758
Army Accident Prevention Award of Honor in Safety

DA Form 5775
Army Accident Prevention Award of Accomplishment in Safety

DA Form 5776
Commander's Special Safety Award

DA Form 5777
United States Army Safety Guardian Award

DD Form 2272
DOD Occupational Safety and Health Protection Program

DOL CA-1
Federal Employees Notice of Traumatic Injury and Claim for
Continuation of Pay/Compensation

DOL CA-2
Notice of Occupational Disease and Claim for Compensation

Appendix C
Glossary/Abbreviations

ADIP... Army Driver Improvement Program

AMSC....Army Motorcycle Safety Course

AMV.....Army Motor Vehicle

CFR.....Code of Federal Regulations

DARA....Department of Army Authorization

DASF....Director of Army Safety

FECA....Federal Employee Compensation Act

HAZCOM..Hazard Communication

IAW.....In accordance with

MSDS....Material Safety Data Sheet

RPO.....Radiation Protection Officer

OSHA....Occupational Safety and Health Act

POV.....Privately Owned Vehicle

CID Reg 385-1 (1 Jul 02)
App D

USACIDC SAFETY CHECKLIST
(Directive CIDR 385-1)

GROUP _____ DATE _____

BATTALION _____

DISTRICT _____

SAFETY POC _____

UNIT SAFETY PROGRAM: NO YES

1. Is there a safety officer and is he/she appointed on orders?
(AR 385-10, chapter 2, para 2-1(f) and (g))
2. Are the commander and safety personnel sufficiently familiar
with safety responsibilities? (AR 385-10, chapter 1, para 1-4,
(o) and (p))
3. Does the safety officer know what accidents are reportable/
recordable? (AR 385-40, chapter 2, para 2-6(a) and 2-8(a))
4. Does the safety officer know what regulation covers accident
reporting? (AR 385-40, chapter 2, para 2-6(a))
5. Have all motorcycle riders taken the one-time, mandatory
training course? (AR 385-55, appendix B-3(b))
6. Are risk management techniques used? (AR 385-10, para 1-5(b))
7. Do all agents have personal protective equipment and clothing
in accordance with their job description? (AR 385-10, para 2-2, j
and CIDR 385-1, Chapter 14, para 14.2, d.)

ACCIDENT REPORTING: NO YES

1. Is the command safety director informed immediately via
telephonic or electronic means of all accidents that result in
lost duty time, property damage in excess of \$2000, or serious
accidents, which may impact the Command? (AR 385-40, chapter 2,
para 2-2(d), and 2-6(a)(b))

USACIDC SAFETY CHECKLIST (Continued)
(Directive CIDR 385-1)

2. Are DA Forms 285 being processed and a copy forwarded to the command safety director on all-military accidents and injuries? (AR 385-40, chapter 2, para 2-6(d))
3. Are all accidents investigated to identify the main cause of the mishap? (AR 385-10, chapter 1, para 1-4(n)(1)(e))
4. Are all accidents investigated and reported by the Commander? (AR 385-40, chapter 2-3)

SAFETY EDUCATION: NO YES

1. Are recipients of safety awards recognized? (AR 672-74, chapter 1, para 1-6(a))
2. Are awards given to motor vehicle drivers for excellent performance? (AR 672-74, chapter 3, 3-5(a))
3. Do soldiers adhere to safe practices when jogging as an individual, e.g., proper clothing, reflective material, not wearing headphones, etc.? (AR 385-55, appendix B-12(b)(c))
4. Are material safety data sheets available to employees? (DOD Instruction 6050.5, Hazard Communication Program, para 5.2, Material Safety Data Sheets)

MOTOR POOL OPERATIONS: NO YES

1. Date of last motor pool inspection conducted by installation?
2. Does the installation provide provisions for the load testing of lifts, and floor jacks/stands? Date last test conducted? (CFR 1910.244(a)(1)(i) and (a)(2)(vi)(a))
3. Does the unit have written SOPs for the following? (AR 385-10, chapter 2, para 2-2(b))
 - a. Waste fluid disposal (brake fluid, anti-freeze, transmission fluid, oil)?

USACIDC SAFETY CHECKLIST (CONTINUED)
(Directive CIDR 385-1)

- b. Battery charging?
- c. Brake pad removal?
- d. Carbon monoxide?

4. Are vehicles chocked when maintenance is being performed? (AR 385-55, chapter 2-16 (i))

PUBLICATIONS: NO YES

Does the unit have the following publications on file?

- a. AR 385-10, The Army Safety Program.
- b. AR 385-40, Accident Reporting and Records.
- c. AR 385-55, Prevention of Motor Vehicle Accidents.
- d. AR 195-5, Evidence Procedures.
- e. USACIDC Model Bloodborne Pathogen Exposure Control Plan.
- g. Title 29, Code of Federal Regulations, Section 1910.1200, Hazard Communication.
- h. DOD Instruction 6050.5, Hazard Communication Program.
- i. CIDR 385-1, USACIDC Safety Program.

Appendix E
Risk Management Process and Matrix

E.1 General Risk management is the application of systemic thinking to the problem of making military operations safer. It is an art, which is based on systematic procedures and specific techniques.

E.2 The four rules of risk management

- a. Integrate risk management into planning.
- b. Accept no unnecessary risks.
- c. Make risk decisions at the proper level.
- d. Accept risk if the benefits outweigh the costs.

E.3 The risk management 5-step process

- a. Identify hazards.
- b. Assess the hazards.
- c. Make the operational decision.
- d. Implement controls on risks.
- e. Supervise.

Appendix E

E.4 Using a risk assessment matrix.

Figure E-1 is a standardized Army matrix from Chapter 2, FM 100-14, Risk Management. The matrix works as follows:

- a. Review the hazard and assign it the letter (A, B, C, D, or E) associated with the estimated probability of occurrence.
- b. Assign the hazard a Roman numeral (I, II, III, or IV) based on the estimated significance or severity of its effect.
- c. The estimated degree of severity and probability junction is where the level of risk is determined.
- d. Finally, make the decision to continue the mission, take actions to reduce the probability or effect, or stop the mission.

USACIDC units may adapt matrices to accommodate unique operations or tailored by the commander for the type of hazard identified. For example a Drug Suppression operation (DST) risk matrix may include unique criteria: subject biography, target analysis, and duress signals.

RISK ASSESSMENT MATRIX

		PROBABILITY				
SEVERITY		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
Catastrophic	I	E	E	H	H	M
Critical	II	E	H	H	M	L
Marginal	III	H	M	M	L	L
Negligible	IV	M	L	L	L	L
E - Extremely High Risk H - High Risk M - Moderate Risk L - Low Risk						

Figure E-1 Risk Assessment Matrix

SEVERITY

1. CATASTROPHIC Death or permanent total disability, system loss, major property damage.
2. CRITICAL Permanent partial disability, temporary total disability in excess of 3 months.
3. MODERATE Minor injury, lost workdays, compensable injury/illness, minor system damage, minor property damage.
4. NEGLIGIBLE First aid or minor supportive medical treatment, minor system impairment.

HAZARD PROBABILITY

- A. FREQUENT Occurs often. Person continuously exposed.
- B. LIKELY Occurs frequently. Person exposed several times.
- C. OCCASIONAL Occurs sometimes. Person exposed sporadically.
- D. SELDOM Remote occurrence. Person possibly exposed.
- E. UNLIKELY Rare occurrence of exposure.

RISK LEVELS

- EXTREMELY HIGH Loss of ability to accomplish mission.
- HIGH Significantly degrades mission capability.
- MEDIUM Degrades mission capability.
- LOW Little or no impact to mission capability.

CID Reg 385-1 (1 Jul 02)

App E

Risk Matrices are frequently accompanied by risk assessment worksheets (see Figure E-2, and E-3). The worksheets provide a starting point to logically track the process of hazards and risks. It can be used to document risk management steps taken during planning, preparation, and execution of training, combat missions, and tasks.

WORK SHEET INSTRUCTIONS

Block	
A-D	Self Explanatory
E	Identify task relating to the mission or task in Block A
F	Identify Hazards - Identify hazards of the mission or task that include historical lessons learned, experience, judgement, equipment characteristics, warnings, and environmental considerations.
G	Assess Hazards - Assessment includes historical lessons learned, intuitive analyses, experience, judgement, equipment characteristics, warnings, and environmental considerations. Determine initial risk for each hazard by applying risk assessment matrix (Figure F-1). Enter the risk level for each hazard.
H	Develop Controls - Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity) of a hazardous incident. Specify who, what, where, why, when, and how for each control. Enter controls.
I	Determine residual risk for each hazard by applying the risk assessment matrix (Figure F-1). Enter the residual risk level for each hazard.
J	Implement Controls - Decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety, garrison SOP's, rehearsals). Enter controls.
K	Determine Overall Mission/Task Risk - Select the highest residual risk level and circle it. This becomes the overall mission or task risk level. The commander or supervisor decides whether the controls are sufficient to accept the level of residual risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.
L	Supervise and Evaluate - This last step is not on the work sheet. Plan how each control will be monitored for implementation (continuous supervision, spot-checks) and reassess hazards as the situation changes. Determine if the controls worked and if they can be improved. Pass on lessons learned.

Figure E-2 Risk Management Work Sheet Instructions

A. MISSION OR TASK		DATE/TIME BEGIN: END:		DATE PREPARED:	
PREPARED BY: (RANK, LAST NAME, DUTY POSITION)					
E. TASK	F. IDENTIFY HAZARDS	G. ASSESS HAZARDS	G. DEVELOP CONTROLS	DETERMINE RESIDUAL RISK	IMPLEMENT CONTROLS ("HOW TO")
K. DETERMINE OVERALL MISSION/TASK RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (CIRCLE ONE)					
LOW (L)	MODERATE (M)	HIGH (H)	EXTREMELY HIGH (E)		

Figure E-3 Sample Risk Management Work Sheet

CID Reg 385-1 (1 Jul 02)
App F

Appendix F
Sample Unit Safety Program

CIXX-XX-XX

SUBJECT: Unit Safety Program (Sample)

1. References:

- a. AR 385-10
- b. CIDR 385-1

2. Purpose. To outline the procedures of the unit safety program and provide guidance in specific areas of concern.

3. Organization. The Commander will designate a safety officer to coordinate safety actions for the command. Each subordinate unit and office will designate a safety representative.

4. Responsibilities:

- a. The unit safety officer will:

- (1) Telephonically or electronically report all reportable accidents and injuries within 24 hours of occurrence through the chain of command to the USACIDC Safety Director.

- (2) When required, initiate DA Forms 285-A-B or 285 (original) and forward a copy to the USACIDC Safety Director within 30 days of the accident.

- (3) Ensure that all personnel are informed of the safety regulations pertaining to the daily operations of the unit and safety hazards that exist in, around, and outside the unit.

CIXX-XX-XX

SUBJECT: Unit Safety Program (Sample)

(4) Ensure that the unit is in compliance with the USACIDC Safety Checklist.

(5) Provide safety briefings/information to units regarding holidays, seasonal conditions, potentially adverse weather conditions, and known safety concerns.

(6) Attend periodic installation/post safety meetings.

b. The unit safety representative will:

(1) Act as the unit/office safety officer.

(2) Enforce safety regulations and eliminate existing or potential safety hazards.

(3) Comply with USACIDC accident reporting guidelines.

(4) Ensure that the unit complies with the USACIDC Safety Checklist.

(5) Attend periodic installation/post safety meetings.

(6) Attend local safety officer course.

5. Specific areas of concern: (As recommended by the safety officer):

a. Motor vehicle safety.

b. Chemical safety (HAZCOM).

c. Accident reporting.

d. Risk management/risk assessment.

CID Reg 385-1 (1 Jul 02)
App F

CIXX-XX-XX

SUBJECT: Unit Safety Program (Sample)

- e. Radiation protection.
- f. Motor pool safety.
- g. Range safety
- h. Bloodborne pathogens.
- i. Ergonomics.

6. All subordinate units and offices will maintain copies of the following publications:

- a. AR 195-5, Evidence Procedures
- b. AR 385-10, The Army Safety Program
- c. AR 385-40. Accident Reporting and Records
- d. AR 385-55, Prevention of Motor Vehicle Accidents
- e. AR 672-74, Army Accident Prevention Awards Program
- f. CIDR 385-1, USACIDC Safety Program
- g. USACIDC Model Bloodborne Pathogen Exposure Plan
- h. Title 29 CFR 1910.1200, Hazard Communication
- i. DODI 6050.5, Hazard Communication Program
- j. Applicable material safety data sheets (MSDS)

7. Unit point of contact/phone number.

NAME

Grade, Branch or Staff Abbr.

Title

Appendix G
Telephonic/Electronic Accident Reporting Format

SUBJECT: Accident Spot Report

1. Type accident: (If vehicular, specify type of vehicle, e.g., POV, AMV, GSA.)
2. Date/Time: (Indicate also if on duty or off duty.)
3. Unit:
4. Location: (On/off post)(Provide specifics.)
5. Person(s) involved: (Include Rank)
6. Lost time: (Estimate time lost due to injury.)
7. Estimate and/or actual damage cost.
8. USACIDC at fault: (Note if other driver error or CID driver error for vehicular accidents.)
9. Unit POC/phone:
10. Narrative summary: (Provide sufficient details regarding who, what, when, where, how, and why. For vehicular accidents, indicate seatbelt use.)
11. Abatement Action(s) taken to prevent recurrence:

CID Reg 385-1 (1 Jul 02)
App H

Appendix H

Not an Army Accident.

H-1. Occurrences not constituting an Army accident.

a. Combat losses.

b. Malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life less than the complete system.

d. Property damage as a result of vandalism, riots, civil disorders, or felonious acts such as arson.

e. Deliberate damage to aircraft or equipment or injury to aircraft or equipment occupants.

f. Accidents occurring during the transportation of Army material by commercial carriers.

H-2. Occurrences not constituting an Army injury or occupational illness.

a. Non-occupational diseases where the disease itself, not the injury, is the cause of lost or restricted duty.

b. Self-inflicted injuries.

c. Criminal assault.

d. Prior-service injuries.

e. Infective and parasitic diseases and poisonings, except those directly related to occupational exposure.

H-1

CID Reg 385-1 (1 Jul 02)
App H

f. Strains resulting from pre-existing musculoskeletal disorders or from the minimal stress or strain (for example, nonviolent body positions, coughing, sneezing).

g. Hospitalization for observation only.

h. Escape from custody.

i. Death due to natural causes unrelated to the work Environment.

CIDR 385-1 (1 Jul 02)
App I

Appendix I
Safety Awards

Table I-1. Safety Awards summary. Provides a matrix for easy reference IAW AR 672-74, Army Accident Prevention Awards Program.

TITLE	RECIPIENT	ELIGIBILITY	INITIATOR	SUSP	APPROV ER	AWARD
CSA MACOM Safety Award	MACOM	Significant Improvements	MACOM Cdr/ Safety Mgr or DASAF	NLT 1 Dec	CSA	Plaque
Director of Army Safety Award	Detachment through Installation	Significant improvement	Unit Cdr/Safety Mgr	NLT 1 Dec	DASAF	DA Form 5757
U.S. Army Award of Excellence in Safety	Detachment thru Installation	Zero A-C mishaps for three years	Unit Cdr/Safety Mgr	N/A	MACOM CDR	Plaque
Army Accident Prevention Award of Honor in safety	Detachment thru Installation	Zero A-C mishaps for two years	Unit Cdr/Safety Mgr	N/A	MACOM CDR	DA Form 5758
Army Accident Prevention Award of Accomplishment in Safety	Detachment thru Installation	Zero A-C mishaps for one year	Unit Cdr/Safety Mgr	N/A	MACOM CDR	DA Form 5775
Commander's Special Safety Award	Detachment thru Division	Mishap free major exercise	Unit Cdr/Safety Mgr	N/A	MACOM CDR	DA Form 5776
Chief of Staff Award for Excellence	Military and civilian employees	Significant contribution in accident prevention	Brigade-MACOM Cdr/Safety Mgr	NLT 1 Dec	CSA	Plaque
U.S. Army Safety Guardian Award	Military and civilian employees	Individual action in an emergency situation	Unit Cdr/Safety Mgr	N/A	DASAF	DA Form 5777 and Guardian Lapel Pin
Director of Army Safety Special Award of Excellence	Military and Civilian employees	Exemplary Leadership	DASAF	N/A	DASAF	Plaque
U.S. Army Motor Vehicle Driver Safety Award	Military and Civilian employees	Zero at-fault accidents in specified periods	Unit Cdr or representative	N/A	Unit Cdr	DA Form 1119 And DA Form 1119-1

Other Individual Awards	Military and Civilian employees	Per unit SOP	Per Unit SOP	N/A	Unit Cdr	DA Form 1118; DA Form 1119 And DA Form 1119-1
-------------------------	---------------------------------	--------------	--------------	-----	----------	---